



SECTION K

Forms & Documents

The following forms and documents are provided to complete the administration of the Georgia's Food Safety Program. A brief description of each follows:

FOR PROFIT - MANDATED

FOOD SERVICE INSPECTION:

K-1 Food Service Inspection Report Form:

The Department has published and promulgated this Form for the purpose of recording findings of a food service inspection. As the current "Food Service Inspection Report Form", it functions to document observations of compliance or non-compliance with the Chapter during all inspections of food service establishments. It also serves to communicate to the consumer the establishment's state of compliance with the Chapter at the time of the inspection.

K-2a & K-2b Food Service Inspection Report Addendums:

These are forms published by the Department for the purpose of recording findings of food service inspections.

K-3 Temporary Food Service Inspection Report Form:

This is the same Form as stated within K-1 above. However, it is adaptable to the methods of operation and menus of temporary food service establishments, which are widely varied from that of the traditional food service establishment or other special food service operations. Items on the inspection form that are not applicable to a temporary food service establishment would be marked as N/A (not applicable). Items that are not observable during the inspection would be marked NO (not observed). All other items (i. e., IN, OUT, COS, etc.) would be marked on the Form the same as it would be on any inspection. However, in the box entitled, "Purpose of Inspection", the bubble labeled, "Other", would be marked for temporary food service inspections.

For documenting violations, corrective actions and temperatures use Forms K-2a and K-2b entitled, "Food Service Establishment Inspection Report Addendum".

Note: Violations for GRP's must be corrected by the permit holder within the scope of the time-line for the temporary food service operation as intended within Rule 290-5-14-.10 subsection (j) 1 of Chapter 290-5-14 which states, "... or as otherwise directed by the Health Authority."



K-4 HACCP Plan Verification Inspection Form:

This Form is used to record verification that a Risk Type III food service establishment is following its required HACCP plan. This inspection is to be scheduled so that it can be conducted jointly with the Certified Food Safety Manager (CFSM) of the establishment. Further, the inspection must be scheduled so that the Environmental Health Specialist can observe food processing under the approved HACCP plan.

K-5 Permit Application Food Service Establishments and Mobile Food Service Operations Permit:

Document published by the Department for the purpose of recording administrative information concerning a regular fixed food service establishment and a mobile food service operation (i.e. base of operation). The purpose of this document is to establish identity of permit holder and his legal representative, parameters of how the food service operation will be conducted, and how the establishment will be equipped to operate safely according to the Chapter.

It is recommended this document be retained within the establishment inspection file throughout the life of the establishment document equipment and facility construction.

K-6 Application for Mobile Food Service Unit and Extended Food Service Unit Permit:

The purpose of this Form, as published and promulgated by the Department, is to record administrative information similar to that in document K-4. A Form K-5 must be completed for each mobile food service unit to each County Health Department in which it will be operated. Counties of origin (where the base of operation is located) must communicate to other county health departments of the mobile food service operation permit applicant's intent of operation within their counties.

K-7 Temporary Food Service Establishment Application Packet:

This document is intended to collect administrative information similar to document K-5. However, it also collects information as to who is the organizer of the event and who is responsible for the administration of the event. As per Rule 290-5-14-.08 within Chapter 290-5-14, it also provides guidelines for safe operation of the temporary food service establishment.



K-8 Food Service Permit:

This permit must be issued to fixed food service establishments in order for them to legally operate in Georgia. These food service establishments would be those that are non-mobile or non-temporary types of establishments, such as a mobile food service base of operation, a dine-in, and a drive-through or carryout establishment. For the space on the permit to indicate, the “types of establishment”, could be listed as a catering establishment, bar (beverage only), Institutional (School, Hospital, Nursing Home, etc.), fast food establishment or base of operation.

County Health Departments may obtain a copy of the original permit by calling the Division of Public Health’s Environmental Health Office at 404-657-6534 or their District Environmental Health Director.

K-9 Mobile Food and Extended Food Service Unit Permit:

Each mobile food service unit or extended mobile food service unit must be issued this permit to legally operate. They are to be issued by the county in which the units are operating. Type of Unit will be indicated as either Mobile Food Service or Extended Food Service.

County Health Departments may obtain a copy of the original permit by calling the Division of Public Health’s Environmental Health Office at 404-657-6534 or their District Environmental Health Director.

K-10 Temporary Food Service Establishment:

This is the only permit that is issued an expiration date from the date of issue. It is to be issued to for-profit organized, special events and is valid for no more than 14 days from date of issuance.

County Health Departments may obtain a copy of the original permit by calling the Division of Public Health’s Environmental Health Office at 404-657-6534 or their District Environmental Health Director.

K-11 Instructions for Marking the Georgia Food Establishment Inspection Form: Rules and Regulations for Food Service Chapter 290-5-14:

This document is intended to provide general violation marking guidance during food service inspections. This Form is not all-inclusive to the Chapter and it does not in any way negate the Environmental Health Specialist (EHS) from not referencing Chapter 290-5-14 as necessary during inspections.

K-12 Notice of Food Service Permit Suspension:

As noted within Rule 290-5-14-.10 (1) (b) of Chapter 290-5-14, this Form shall serve as notice of food service permit suspension. It must be served upon the permit holder and or person in charge in person by the EHS.

Once issued, it cannot be removed unless all violations have been corrected as documented during a follow-up inspection or upon order resulting from a hearing.

K-13 Withhold From Sale Order:

As noted within Rule 290-5-14-.10 (3) (b) of the Chapter, this Form will be issued by the Health Authority should a food product is believed to be unwholesome or otherwise adulterated or misbranded. If issued by the Health Authority, the permit holder and or person in charge cannot use, serve, or remove the suspect embargoed food unless ordered to do so because of a hearing before the County Board of Health.

Once the Health Authority has issued the Withhold From Sale Order, the permit holder can petition the Health Authority to allow him to have suspect food tested by a private approved food-testing laboratory. The purpose of such testing would be an attempt to prove that the suspect food is not unwholesome neither adulterated nor misbranded.

The voluntary destruction of suspect food is preferred over compulsory destruction through the withhold from sale process.

K-14 Report Of The Issuance Of A “Withhold From Sale Order”:

This Form is to notify the District Medical Director that a Withhold From Sale Order has been issued to a food service establishment.

K-15 Food Product Destruction Order:

This Form is to facilitate the order for suspected, embargoed food to be destroyed. Once issued, the EHS must witness and document the destruction of the embargoed food through burial in an approved landfill or in another approved manner as deemed by the County Board of Health or as appropriate by Law.

K-16 Release From Withhold From Sale Order:

This Form is issued as a result of findings through laboratory examination and/or as a result of a hearing of which findings suggest the suspect food is wholesome, not adulterated or misbranded and is otherwise fit for human consumption.

K-17 Georgia Division of Public Health Request for Variance from the Rules and Regulations Food Service Chapter 290-5-14:

The completed form is a petition to the Division of Public Health by the permit holder to request that a variance from a Rule be granted to them. The permit holder must show that the compliance with a Rule will cause him undue hardship and that he has an acceptable alternative means of meeting the intent of the Rule. This alternative means to meet the intent of the Rule must provide equal protection to the public health, safety and comfort, as does the Rule from which the variance is being sought.

K-18 Risk Control Plan:

This Form's function is to help permit holders and/or the person in charge to gain long-term control of risk factors. In addition, it serves as a tool to test EHS ability to write a plan of correction for risk factors and their ability to gain by in to risk control plans during the standardization process.

K-19 Application for Certification of Continuing Education Units for Environmental Health Specialist Working in the Food Program:

As per Part-II, Section B subsection I (1) (c) 2 of this Manual, this form is to be completed by the sponsoring organization, company or institution wishing to submit continuing education programs for the Divisions review and approval for CEU assignments.

K-20 Continuing Education Participant Registry Form:

As per Part-II, Section B subsection I (1) (c) 2 of this Manual, this form is used to record the attendance of a continuing education course. It is to be completed by the sponsoring organization, company or institution and submitted to the Division's Environmental Health Section upon completion of the course.

STANDARDIZATION EXERCISE AND ADMINISTRATION:

K-18 Risk Control Plan:

In addition being used to gain long-term compliance during inspections, Form K-18 is used during EHS standardization exercises. It serves as a tool to test EHS ability to write a plan of correction for risk factors and their ability to gain by in to risk control plans during the standardization process.



K-21 Standardization Inspection Form:

This Form is utilized during standardization of EHS. It is to be used as an attachment to document the completed number of the food service inspection forms. It provides information that may be left blank on the inspection form and instructions for the EHS to do observations.

K-22 Scoring Form:

This Form is completed by the Standard at the conclusion of the standardization process to document EHS performance and to tally the disagreements between the Candidate's and the Standard's responses.

K-23 Standardization Checklist:

This Form is to be completed by the Standard to document the completion of the EHS standardization process.

K-24 Georgia Standardization Nomination Form:

This Form is to be completed by the Candidate's supervisor. It is only to be submitted to the Standard when the Candidate has met all the prerequisites for standardization. All sections must be completed and all prerequisites must be documented on the form. The section entitled, "Retail Food Inspection Experience", should include the number of food service establishments assigned to the candidate, the number of inspections conducted within a time frame (daily, weekly, monthly, yearly) and whether those inspections are conducted jointly or independently. Proper training of the candidate in the food inspection program should also be documented. Dates and jurisdictions where the minimum 25 joint and 25 independent inspections were completed must be documented in the "Other Prerequisites Completed" section. A copy of the candidate's CFSSM certificate and other required training must accompany the Nomination Form when submitted.

Note: The statement, "Prior Retail Food Experience" on the form means, "What experience does the Candidate have inspecting food service establishments?"

K-25 HACCP Plan Verification Summary:

This Form has two functions. The first is to provide guidance to the Candidate during the standardization exercise in his verification of HACCP Plan records and for the recording of the Candidate's response to the questions of verification. The second function is to record the number of disagreements with the Standard during this part of the exercise.



K-26 Inspections For Standardization:

This form is used by the Standard for the recording of the food service establishments used during the standardized exercise. It is maintained within standardization records of the Candidate.

K-27 Final Scoring Report:

This Form is to be completed by the Standard and maintained within the Candidate's standardization records. The Standard will use this Form to summarize the performance of the candidate at the completion of the exercise to make his or her final decision as to the Candidate's standardization certification status.

OPTIONAL AND NOT MANDATED:

K-28 Georgia Conditional Employee and Food Employee Interview Form:

This Form is optional and its use is not mandated by Chapter 290-5-14. It is derived from the 2005 FDA Model Food Code Annex 7. Food Service Establishment permit holders and persons in charge may use this Form as part of their employee health policy.

K-29 Georgia Conditional Employee or Food Employee Medical Referral:

This Form is optional and its use is not mandated by Chapter 290-5-14. It is derived from the 2005 FDA Model Food Code Annex 7. Food service establishment permit holders and persons in charge may use this Form as part of their employee health policy.

K-30 Conditional Employee or Food Employee Reporting Agreement:

This Form is optional and its use is not mandated by Chapter 290-5-14. It is derived from the 2005 FDA Model Food Code Annex 7. Food service establishment permit holders and persons in charge may use this Form as part of their employee health policy.

K-31 Employee Health Information:

This Form was adapted by permission from the Florida Department of Agriculture. It is based upon employee health requirements within the 2005 FDA Model Food Code. This Form is optional and its use is not mandated by Chapter 290-5-14. The food service establishment permit holder and the person in charge may use this Form as part of their employee health policy. It is used by food service permit holders and persons in charge must be with the understanding that it does not supersede requirements for employee health found within Rule 290-5-14-.03 subsection (4) of Georgia's Rules and Regulations Food Service Chapter 290-5-14.



K-32 Food and Water Related Illness Complaint Form:

This Form is to record information concerning reports of foodborne and waterborne illness. This Form should be used during first contact with the complainant. Response to foodborne illness and or waterborne illness reports should be within 24 hours upon their receipt.

NONPROFIT:

(These are suggested forms and they are not mandated.)

K-33 Temporary Nonprofit Food Service Inspection Report:

This Form is used to record findings during inspection of a temporary nonprofit food service inspection. It is used instead of Form K-1.

K-34 Application For Temporary Nonprofit Food Service Permit:

Document used for the purpose of recording administrative information concerning an applicant to receive a temporary nonprofit food service permit.

K-35 Temporary Nonprofit Food Service Permit:

This suggested permit may be issued to a nonprofit food service applicant once all requirements of Article 14 have been met. It is not the state temporary food service permit that is issued to an establishment under the authority of Chapter 290-5-14. If a county or city government and or county board of health acting as agents for a city or county government wish to publish their own permit, they may do so as well.

K-36 Guidelines For Approving A Hazard Control Program For The Preparation Of Certain Potentially Hazardous Foods:

This document is intended to guidance to meet the requirements of 26-2-392 (c) Article 14 of which it prohibits the preparation of certain potentially hazardous foods. These foods are:

1. Pastries filled with cream or synthetic cream;
2. Custards;
3. Products similar to the products listed in paragraphs (1) and (2); and
4. Salads containing meat, poultry, eggs, or fish.



The above foods cannot be prepared at a temporary nonprofit food service unless the organizer has an approved hazard control plan. This plan can be reviewed by the city or county or can be reviewed by a county board of health acting as agent for a city or county.

K-37 Hazard Control Plan:

This is a blank form for preparing a hazard control plan.

K-38 Hazard Control Plan:

This Document gives an example of a completed hazard control plan.